

REVISED
Application Renewal Instructions and Checklist
National School Lunch & Breakfast Program Sponsors
Fiscal Year 2008-09
Due Date: May 9, 2008

PLEASE send a complete packet in one mailing and copy all materials for your records before submitting.

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Sponsor Application Form (CNP2000) - Required

ROLLOVER, UPDATE AND SUBMIT on CNP2000 internet site @ <http://www.sde.idaho.gov/child>.

1. Log into CNP2000.
2. Click on the NSLP section of the pie chart.
3. Click on Applications and then Sponsor Application.
4. Select 2009 for Program year.
5. Select New and update the application.
 - Verify that all sponsor information is correct.
 - Double check that all e-mail addresses, mailing addresses and phone numbers for the program contact, superintendent and claim contact are correct.
 - Check that claiming months correspond to those months you will be submitting a claim.
 - Fill in current or updated meal prices. Meal prices can be revised at any time during the school year.

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Site Application Form (CNP2000) - Required

After updating the Sponsor Application YOU MUST
ROLLOVER SITE INFORMATION TO COMPLETE THE
RENEWAL PROCESS.

ROLLOVER, UPDATE AND SUBMIT on CNP2000 internet site @ <http://www.sde.idaho.gov/child>.

1. Click on Site.
2. Click on Add Site.
3. All available sites will be listed.
4. Select sites participating in 2009.
5. If you are opening a new site this year, contact the State Department of Education. We will set up the new site.

6. Enter starting and ending dates for all meals offered. (Lunch, Breakfast, Severe Need Breakfast, Special Milk, AfterSchool Snack). Remember to reapply for Severe Need Breakfast using data from 2006-07 for the number of lunches served by site. See page 8.2 of the Idaho School Food Service manual for a helpful worksheet to assist you in compiling the needed information.
7. Be sure that all areas contain current information for EACH site.
8. The question on the number of Health Inspections conducted from July 1, 2007 to June 30, 2008 must be answered.
9. If you are starting a Provision 2 program base year in 2008-09, check the appropriate box on applicable sites. Guidance and instruction on Provisions is available in Chapter 23 of the Idaho School Food Service manual which is online.

NOTE: MAKE sure to rollover ALL active school buildings that are listed on CNP2000 even if you serve at only one site. For example: if your junior high and high school are in the same building and serve in one cafeteria, but are listed separately in CNP2000, rollover both sites & list one as a walkover.

RETURN THESE DOCUMENTS BY MAIL – The following documents may be found at this address <http://www.sde.idaho.gov/child>

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Renewal Agreement/Authorized Signer Form - Required

Download, sign and RETURN ORIGINAL

1. Hearing Official cannot be the same person that “oversees” the Free/Reduced Application Process.
2. You **MUST** complete the entire section of the box titled “Signatures of Local Sponsors Governing Officers.” The Food Service Supervisor and Superintendent/Executive Officer both **MUST** sign and date the renewal agreement for SDE approval.
3. All employees authorized to submit claims must complete the “CNP 2000 Authorized Signer” section at the end of this form. This includes the Food Service Supervisor who signed this agreement.

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User Authorization Form

Any new authorized signers must complete a user authorization form to obtain a user name and password for CNP 2000. This form is available on the CNP website. Click on the National School Lunch Program picture. This form is located under renewal info.

NEW THIS YEAR!

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Menu Documents - Required

To verify compliance with School Meals Initiative (SMI) **all sponsors are required to send the following with the renewal forms:**

Menus for 1 week for all age/grade groups for breakfast and lunch

Production records for the week of menus. Must show planned quantities and planned portion sizes.

Sponsors using Nutrient Standard Menu Planning need to send the menus in the detailed summary menu report format and include a printed copy of the RDA guidelines and menu names for all age/grade groupings utilized.

Please double check that the menu planning system you intend to use is correctly identified on your Site applications. A complete description of the menu planning systems is in chapter 13 of the Idaho School Food Service Manual. **Any system chosen must meet the nutrient standards.**

AVAILABLE ON WEBSITE:

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Free/Reduced Applications, Parent Letter, Press Release and Instructions

Download and use

If you want to use a different form or edit the prototype, you must submit the changed form to SDE for approval before printing and distributing to families.

Attach Income Guidelines to the Press Release before submitting.

RETURN THESE DOCUMENTS ONLY IF THEY APPLY TO YOUR PROGRAM

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SFA Contract Agreement with Another Facility

Must send to State Department of Education for Renewal Process

If you do not prepare your own meals, a signed copy of the contractual agreement you have with another NSLP sponsor or facility that provides meals must be submitted with your renewal packet.

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RCCI Private Non-Profit Only – License

Mail current copy of Health and Welfare license for each site operated. License required unless City, County or State Operated.

REQUIREMENTS AND INFORMATION FOR SPONSORS CONTRACTING WITH FOOD SERVICE MANAGEMENT COMPANIES:

IMPORTANT: If your school district is considering entering into a contract with a FSMC (Food Service Management Company) you must have ALL information, including completed contract, USDA checklist and Idaho checklist submitted to the State Agency by July 1, 2008 or no later than 30 days before the first day of serving. If this information has not been received by this deadline, the school district is subject to loss of federal reimbursement.

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Food Service Management Company (FSMC)
Contract/Addendum

Must send to State Department of Education for Renewal Process

If you are under contract with a FSMC, a completed and signed copy of the **Contract Addendum must be submitted** with your renewal packet.

Sponsors that are planning to contract with a FSMC for the 2008-2009 fiscal year can contact the State Department on specific requirements and time lines regarding Request for Proposals (RFPs), Invitation for Bids (IFBs) and FSMC Contracts.

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Prototype SFA – FSMC Contract Document Forms and
Instructions

Download, sign and RETURN ORIGINAL

If you are currently under contract with a FSMC for the 2008-09 FY, a completed and signed prototype “**SFA-FSMC Contract Document Forms and Instructions**” **must be** submitted with your renewal packet.

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Idaho (FSMC) Food Service Management Checklist
Questions

Download, sign and RETURN ORIGINAL

If you are under contract with a FSMC for the 2008-09 FY, a completed and signed copy of the “**Idaho Food Service Management Checklist Questions**” **must be** submitted with your renewal packet.